

**Space Family Education, Inc.  
Board of Director's General Meeting**

**Thursday, April 21, 2011**

**Attendance:**

**BOD:** Larissa Arnold, Jeremy Jacobs, Luis Saucedo, Nicole Williams

**SFEI Staff:** Brooke Stephens, Karen Cheatham

***Safety Report***

Completed annual NASA safety walk-through. We have work orders placed to address issues. Outside playground padded area beneath swing sets have large cracks that create a trip hazards: needs to be replaced or repair cracks. This will be addressed during the upcoming May parents' work day.

**Close Calls**

Parent tripped over an item at the thrift sale

**Accident/Illness Report**

Fits disease is going around.

Mrs. Georgia is back after her stroke.

Evelyn has comeback after her accident

***Director's Report***

**Staffing**

Two new subs hired

Arts projects and teacher work has ended. Each teacher is doing their own art projects now.

**Operations**

- Rm 8 has a new students
- Rm 3 has a new student
- Rm 4 Has one of her twins is likely going to JSC CCC
- The Video Monitoring System is working great. Parents really like the smart phone application.

**Facility**

No issues.

**Special Events**

- The next monthly "Dinners to Go" will be May 19th. Likely spaghetti which was very popular last time.
- Parents Night Out currently scheduled for 6/10/11 (5:30-10:30pm). This event will be scheduled every other month.
- Parent work day will be scheduled in May 21<sup>st</sup>. A list of items need for that work day is being compiled and will be shared with all parents. The CCC will be looking for donations from individuals and businesses (items: Sand, Mulch etc.). Also got a list from teachers on things individual room repairs. Teachers will be available to watch the children of volunteer parents.

## ***Committees Report***

### **Fundraising – Maureen Gerty**

- No new items

### **Newsletter & Webpage – Chris Gerty**

News letter should be out this week

## ***Room Reports***

None.

### **Member Walk-On Issues:**

Would like the main door signs to be posted when there's a illness. (i.e. Fifth disease)

## ***Board Members' Reports***

### **HR Rep. (S. Buchta)**

None

### **Policies and Procedures (N. Williams)**

Nikki presented the 2011 migration plan. Presentation will be posted on the SFEI website.

Standard Operating Procedures updates are in work. Document will be released in the next couple of weeks.

### **Treasurer (Maureen Gerty)**

. None

### **President (Larissa Arnold)**

The JSC/SFEI MOU finishing inputs are in and should be going into the sig loop for all the directorates. Space Act Agreement.

Investigation by the NASA Exchange to manage SFEI is still ongoing. Proposal is due to the SFEI BOD in May 2011.

### **Vice President (Jeremy Jacobs)**

Nothing to report.

### **Secretary (Luis Saucedo)**

Elections information will be going out in early May.  
Looking into Auto Draft service for JSC CCC.

### **Future Topics:**

## Bus / Vanpool solution

**Assigned ACTIONS:**

[illegible]